

PLANNER (HEALTH)

DEFINITION: Under general direction, performs work of moderate difficulty in addressing the Nation's health objectives through research, planning and grant writing; work performed have a significant impact on the outcome of addressing and meeting health needs of the Navajo Nation; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Provides advisory assistance to decision makers on matters related to the development, implementation, operation, construction and funding of public health related activities, services and facilities; advises on bringing the Nation's health objectives and desires to reality through research and planning; advises on appropriate funding mechanism, legal and procedural requirements; assures appropriate grant application, plans and other pertinent documents conform to program requirements of the awarding financial government institution.

Identifies health service needs and determines appropriate response to those needs; researches and recommends program expansion opportunities; provides an overall picture of meeting the Nation's health needs; coordinates planning activities with several jurisdictional authorities; solicits community input and assists in compiling information for formal documents and presentation; identifies potential program funding sources and prepares funding request; prepares research surveys and writes professional papers and reports; assists with negotiating for health services; develops and recommends new or changes to existing policies and procedures; monitors program accomplishments by evaluating contractual compliance and internal management; promotes good public relations on behalf of the Navajo Nation.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of public health practices and trends.

Knowledge of planning concepts, principles, techniques and practices.

Knowledge of public health agencies and component services, including community organizations.

Knowledge of the social, economic and political make-up of the Navajo Nation.

Knowledge of survey and research methods.

Knowledge of the physical, social, economic, finance and legal aspects of planning.

Skill in observing and monitoring programs to determine compliance with contractual requirements.

Skill in oral and written communication.

Ability to plan, implement, coordinate and evaluate the health delivery service of a major health or human service system.

Ability to use initiative and creativity in developing public health planning programs.

Ability to conduct research and organize materials into logical order for presentation.

Ability to develop reports, position papers and testimonies.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Health, Social Science or Community Planning in a related academic discipline; and four (4) years of professional public health planning experience.

THE NAVAJO NATION

Class Code: 1962
Planning and Analysis Series
Planning Group
Overtime Code: Exempt
Pay Grade: 66

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PREFERRED QUALIFICATIONS:

- Four (4) years of demonstrated experience in coordinating, planning and managing high level meetings with federal and state agencies, and reviewing and developing recommendations on policy measures.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.